



State of Utah

JON M. HUNTSMAN, JR.
Governor

GARY R. HERBERT
Lieutenant Governor

Department of Community and Culture

Palmer DePaulis
Executive Director

Division of Housing and Community Development

Gordon D. Walker
Division Director

May 28, 2009

Yolanda J. Butler, Acting Director
Office of Community Services
U.S. Department of Health and Human Services
370 L'Enfant Promenade, SW
Washington, D.C. 20477

Re: CSBG ARRA State Plan & Application

Ms. Butler,

It is with great pleasure I submit the CSBG ARRA State Plan and Application for the State of Utah. In accordance with the outline specified by OCS in preparing this application, please note the following information below:

CSBG Program Contact Person

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State Community Services Office
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State CSBG Official to receive grant award

Jonathan Hardy, Director
State Community Services Office
324 S. State St., Ste. 500
Salt Lake City, UT 84111
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jhardy@utah.gov

If you should find any questions regarding our application, please contact via any of the above methods and I would be happy to answer them. Thank you again for your continued support and assistance to the low-income population of the State of Utah.

Warm Regards,

Jonathan Hardy
Director, State Community Services Office

***State of Utah
Community Services Block Grant Program***

***CSBG ARRA PLAN & APPLICATION
Federal Fiscal Years 2009 & 2010***



Prepared by

**Utah Department of Community & Culture
Division of Housing and Community Development
State Community Services Office**

**Jonathan Hardy
Director**

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I. Executive Summary

A. CSBG State Legislation-

This document has been prepared by the State Community Services Office of Utah's Department of Community and Culture, Division of Housing and Community Development. The State Community Services Office is the agency designated to administer the Community Services Block Grant and has the specific charge of daily operations of the CSBG program, including the development of the State plan to be submitted to the Secretary under subsection (b) as per Utah Code 9-4-1404.

B. Designation of Lead State Agency to Administer the CSBG Program

The State Community Services Office (SCSO) in the Division of Housing and Community Development (HCD), Department of Community and Culture (DCC) will administer the CSBG program. (See Letter of Designation—Appendices)

Agency and Contact Information:

- a) **State Designee:** Department of Community and Culture, Division of Housing and Community Development, State Community Services Office
- b) **Division Director:** Gordon Walker, Director, Division of Housing and Community Development
- c) **Department Director:** Palmer DePaulis, Department of Community and Culture
- d) **State Contact Person and Official to receive CSBG Award:** Jonathan Hardy, Director, State Community Services Office, Department of Community and Culture, 324 South State Street, 5th Floor, Salt Lake City, Utah 84111.

C. Public Inspection Requirements

Public Inspection of State Plan:

The State distributed an electronic copy of the plan to known interested parties including all Community Action Agencies. SCSO posted a copy of the plan to its website at www.housing.utah.gov/scso. Advertisements for public comment on the plan were placed in the major newspapers of circulation for Utah, the Salt Lake Tribune and the Deseret News. In addition, the notice for public comments was posted on the State of Utah's own website advertising public notices. The plan was posted for public comment on May 21, 2009 and public comment was accepted until May 28, 2009.

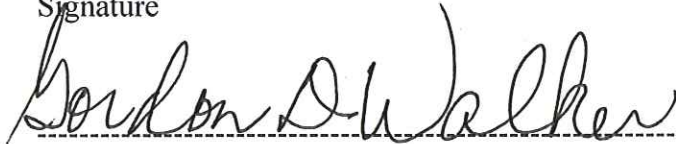
IV. STATEMENT OF FEDERAL and CSBG ASSURANCES

A. As part of the plan required by Section 676 of the Community Services Block Grant Act, as amended, (The Act), the designee of the chief executive of the State hereby agrees to the Assurances in Section 676 of the Act, unless otherwise stated in the American Reinvestment and Recovery Act ("Recovery Act") of 2009.

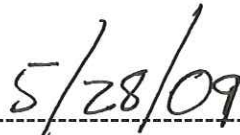
B. The State further agrees to the following, as required under the Recovery Act:

- (1) To submit a plan to the Secretary containing information and provisions that describe the programs for which assistance is sought under the Community Services Block Grant program prepared in accordance with and containing the information described in the Recovery Act.
- (2) To distribute not less than 99 percent of the Recovery Act allocations made available to the State by the Secretary to make grants to "eligible entities" as defined by Section 673(1) of the CSBG Act for the stated purposes of the Recovery Act.
- (3) To make such funds available to eligible entities for obligation during the fiscal year and the succeeding fiscal year, subject to the provisions regarding carryover of unobligated funds as stated in the Appropriations Act. (H.R. 3061)
- (4) To spend no more than 1 percent of the State allotment received under the Recovery Act for benefits enrollment coordination activities relating to the identification and enrollment of eligible individuals and families in Federal, State, and local benefit programs.
- (5) To fulfill supplemental reporting requirements for CSBG Recovery Act funds.
- (6) To provide information describing how the State will carry out activities and services supported by Recovery Act funds. **(This is the Narrative State CSBG Recovery Act Plan)**

Signature



Gordon D. Walker, Director



Date

Division of Housing and Community Development

V. The Narrative State Plan

A. Administrative Structure

(1) State Administrative Agency

(a) Mission of the State Community Services Office

The State Community Services Office provides guidance, oversight, and funding to help communities assist people to become more self-sufficient socially, physically, culturally and economically by reducing poverty and improving the quality of life for low-income Utahns.

Responsibilities of the State Community Services Office

The State is responsible for the development and implementation of technical assistance and training as well as consistent monitoring of the overall programmatic and fiscal health of CSBG grantees. The activities of the CSBG staff are varied and comprehensive; they include monitoring for compliance in program areas, evaluation of grantee service provision, and assessment of grantee performance; the review of three year planning documents and annual work programs to assure appropriateness of proposed activities and compliance with federal assurances and state requirements. Staff prepares and processes contracts, reporting documents, and financial statements associated with the CFNP and CSBG programs; develops the annual Management Plan, grantee reporting and data collection forms; collects and compiles data submitted by grantees to provide an annual report to Utah's Governor, Utah's Legislature, and the U.S. Department of Health and Human Services' Office of Community Services, as well as any other special reports. Further, staff organizes training and conference activities; provides support to the Utah Community Action Partnership Association, the Utah Emergency Food Network, and other community-based organizations, including faith-based organizations. In support of the SCSO staff, the Division provides fiscal and human resource personnel time to CSBG activities.

(b) **GOALS, OBJECTIVES, AND ACTIVITIES of the State Community Services Office**

Goal I: SCSO will administer the CSBG program in Utah in accordance with its mission and in compliance with all applicable statutes, rules and regulations, in a manner which will increase management efficiency and program effectiveness

Objective 1: SCSO will allocate and distribute funds in accordance with the CSBG Act (42 U.S.C. 9901 et seq.) and amendments.

Activities:

- The distribution allocation will be published each year in the State Plan and Application.
- Public comment on the Plan will be solicited through a public hearing and written comments.
- An application package will be sent to each CSBG grantee prior to the beginning of the grantee fiscal year.
- The application package of CSBG ARRA funds will be submitted May 14, 2009
- SCSO staff will provide technical assistance to local grantees in preparing both the planning documents and work programs
- Payments will begin upon completion of the administrative review and approval process, full execution of contract documents, and receipt of a financial status report and request for funds.

- Program Specialists will make onsite visits and will verify grantee compliance and program progress. Subsequent payment to grantees will be dependent upon receipt and approval of required reports.
- Pursuant to 42 U.S.C. 9901 et seq., Section 678 (c), the Secretary of DHHS "...shall upon request review any termination or reduction of funding to a community action agency or migrant and seasonal farm worker organization....Such review shall be conducted promptly and shall be based upon the record and no determination shall become effective until a finding by the Secretary confirming the State's finding of cause." Funding to eligible agencies will not be terminated or reduced unless and until a hearing has been granted as set forth in Community Services Block Grant State Rules, R202-100-27.

Objective 2: SCSO will ensure fiscal accountability of CSBG grantees.

Activities:

- SCSO staff, in partnership with the State Association, will provide fiscal technical assistance throughout FFY09 & FFY10 in relation to CSBG ARRA funds.
- SCSO staff will monitor each grantee periodically during each program year to review fiscal procedures, confirm data on financial reports and determine compliance with statutes and contractual obligations.
- Grantees will submit monthly financial reports which detail the expenditure of CSBG funds and submit an annual audit of books and records within guide lines established in the CSBG Rules.
- Each agency will be subject to an onsite review at least once every three years for program and fiscal compliance.

Goal II: To advocate for the continuation of funds, community involvement and support, and the expansion of programs to provide services and activities having a measurable impact on the causes and conditions of poverty.

Objective 1: Conduct planning activities to promote the successful results of CSBG-funded activities with the greatest potential impact on poverty in Utah.

Activities:

- The annual CSBG State Plan will be prepared and will outline the process and policies, including the requirement for a local community action plan, which is required in implementing the CSBG program assurances.
- SCSO Staff will actively participate in agency strategic planning sessions by attending pertinent meetings of the agency's board of directors.
- SCSO will facilitate coordination of services through other grantees under its jurisdiction to more efficiently impact the lives of low income citizens in the agency's respective communities.
- A Needs Assessment will be conducted once every three years by each Community Action Agency to assist in determining the current and future needs of each community.

Objective 2: SCSO will monitor and evaluate grantee performance through data collection, program assessment, and regular onsite visits.

Activities:

- Program Specialists will review and report on grantee activities by conducting site visits to each grantee annually; review and approve reports, contracts, amendments and other essential documents and attend at least one meeting of the Board or Council of each grantee.

Objective 3: Consistent with available resources, training and technical assistance will be provided through the SCSO to increase administrative and operational effectiveness.

Activities:

- Program Specialists will provide technical assistance to grantees on request and as dictated by monitoring results. State, local or regional training programs for boards and staff will be provided upon request and as is practical.
- Program Specialists will provide assistance regarding compliance with regulations, fiscal guidelines, budget, work program and report preparation, program development, problem solving, community involvement, and agency coordination.

Objective 4: SCSO staff, in partnership with other organizations funded by CSBG will research and report on problems and conditions caused by poverty and results of anti poverty efforts in Utah.

Activities:

- A data collection and reporting system will be maintained to document the impact of CSBG fund in Utah
- Grantees will submit a quarterly reports during the duration of CSBG ARRA funding that fulfill the requirements of CSBG ARRA funds
- The SCSO will submit to the Governor and State Legislature a report on CSBG ARRA activities and accomplishments.
- Through coordination activities, staff will assist in mobilizing resources and creating linkages among organizations and agencies, which are engaged in CSBG-related activities.
- Local Grantees will prepare a community action plan every three years by:
 - A. Conducting local needs assessments;
 - B. Describing resources available in their respective areas;
 - C. Performing an analysis of services designed to identify gaps and duplication;
 - D. Describing the agency policies and procedures regarding coordination. Documentation of these activities is provided with the grant application to the State;
 - E. The application will identify the other agencies and resources which coordinate and support the work program activities proposed;
 - F. Outcome measures are required for each work program component. Components will relate to the national ROMA goals. In addition to improving the efficiency and effectiveness internally, local agencies will improve service quality and customer satisfaction that will be measured through surveys;
 - G. SCSO staff will coordinate the efforts, and assist in facilitating, local and state Public Forums on Low-income Issues.

(2) Eligible Entities for CSBG ARRA funds in FFY09 & FFY10

1. **Bear River Association of Governments** - Public Community Action Agency
170 North Main Street, Logan
Counties coverage area: Box Elder, Cache and Rich.

2. **Ogden Area Community Action Agency** - Private Community Action Agency
3159 Grant Avenue, Ogden
Counties coverage area: Weber

3. **Family Connection Center** -Private Community Action Agency
1360 East 1450 South, Clearfield
Counties coverage area: Davis and Morgan

4. **Salt Lake Community Action Program** - Private Community Action Agency
764 South 200 West, Salt Lake City
Counties coverage area: Salt Lake and Tooele

5. **Community Action Services and Food Bank** - Private Community Action Agency
815 South Freedom Blvd, Suite 100, Provo
Counties coverage area: Utah, Wasatch, and Summit

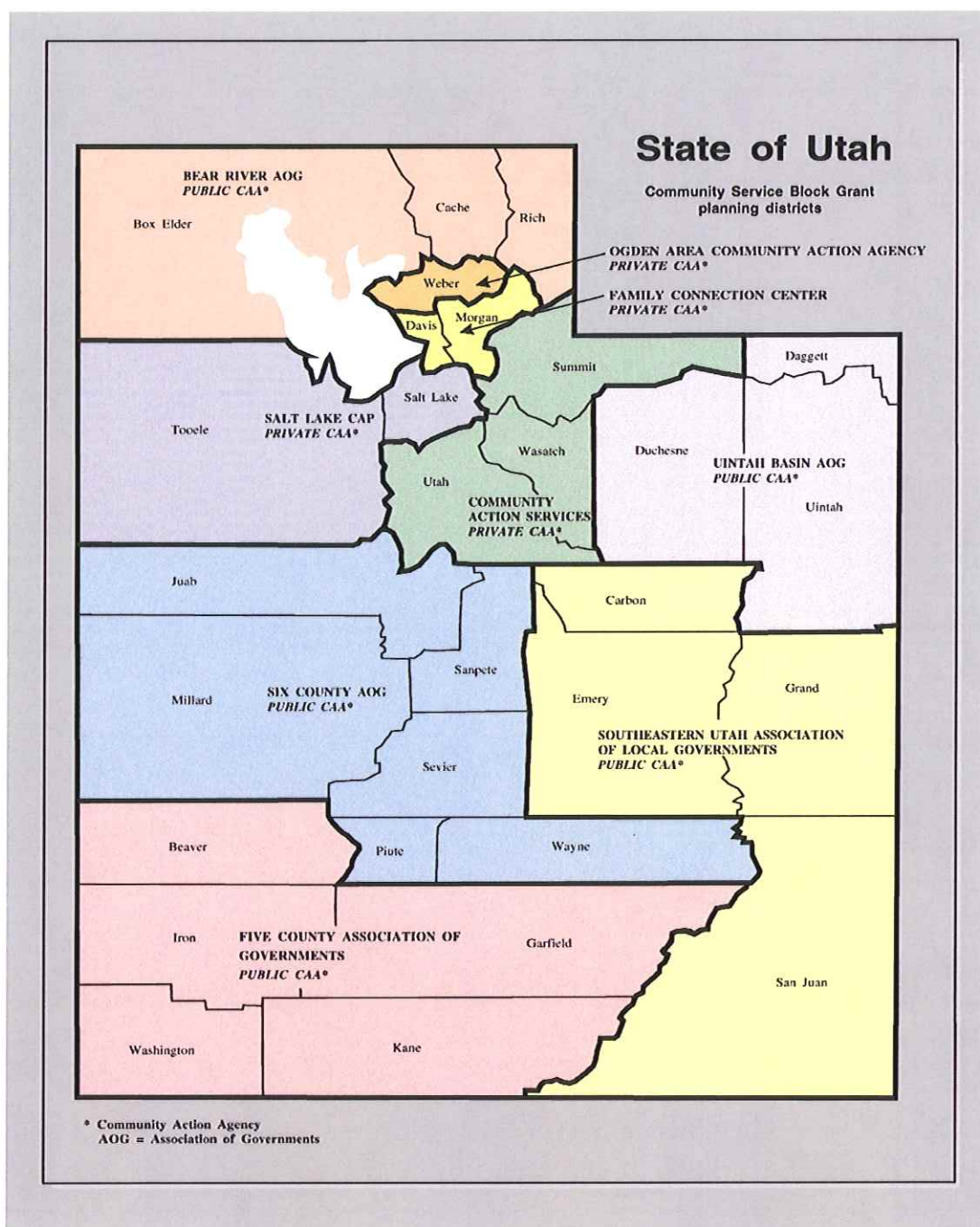
6. **Uintah Basin Association of Governments** - Public Community Action Agency
330 East 100 South, Roosevelt
Counties coverage area: Duchesne, Uintah, Daggett

7. **Six County Association of Governments** - Public Community Action Agency
250 North Main, Richfield
Counties coverage area: Juab, Millard, Sanpete, Sevier, Piute and Wayne.

8. **Southeastern Utah Association of Governments** - Public Community Action Agency
375 South Carbon Avenue, Price
Counties coverage area: Carbon, Emery, Grand and San Juan.

9. **Five County Association of Governments** - Public Community Action Agency
906 North 1400 West, St. George
Counties coverage area: Beaver, Iron, Garfield, Kane and Washington.

The following Map depicts the location of CSBG grantees in Utah:



Distribution and Allocation of Funds

A. Planned Distribution of Funds for CSBG ARRA funds in FFY09 & FFY10

The distribution of CSBG ARRA funds is in direct proportion of the percentage of funds received in FFY09

Agency	FFY09 Allocation	Percentage of Total Award	CSBG ARRA Allocation
Bear River Association of Governments	\$249,211	7.60%	\$367,469
Ogden Weber Community Action Program	\$291,126	8.87%	\$429,274
Family Connection Center	\$206,680	6.30%	\$304,755
Salt Lake Community Action Program	\$1,117,399	34.06%	\$1,647,640
Community Action Services and Food Bank	\$704,109	21.46%	\$1,038,231
Six County Association of Governments	\$148,430	4.52%	\$218,865
Five County Association of Governments	\$286,194	8.72%	\$422,002
Uintah Basin Association of Governments	\$112,064	3.42%	\$165,241
Southeastern Association of Governments	\$165,382	5.04%	\$243,860
TOTAL	\$3,280,594	100%	\$4,837,338

LIMITATION ON USE OF GRANTS FOR CONSTRUCTION

Grants made available under this program will not be used by the State or by grantees for the purchase or improvement of land, or the purchase, construction or permanent improvement of any building or other facility except for lowcost weatherization or otherenergy-related home repairs. The SCSO will accept and review requests for waivers of the purchase limitation that comply with the DHHS/OCS requirements. Requests meeting this requirement will be forwarded with recommendation from the SCSO to OCS for approval.

B. Criteria and Distribution Formula

The 2000 Census Poverty data is the method used for disbursement. CSBG funds are distributed on a base + formula allocation. Each eligible entity receives a \$20,000 base allocation; the allocation is then increased proportionally based upon the percentage of the state's population in poverty that resides in each jurisdiction.

C. Distribution and Use of Restricted Funds

A minimum of 99 percent of the CSBG funds will be distributed to eligible entities

Utah Allocation.....	\$4,886,200
Distribution to CAA's (99%)	\$4,837,338
Benefits Enrollment Coordinating Activities (1%).....	\$48,862

An amount of 1% of the total award is required to be retained by the state for benefit enrollment coordination activities. SCSO will utilize these funds to build partnerships and defined relationships between other mainstream resources such as TANF, Food Stamps, Medicaid, CHIP and Housing programs as well as identifying and linking other funding sources and programs funded under ARRA to benefit low income individuals throughout the state.

D. State Community Services Program Implementation:

1. Program Overview

a) Service Delivery System of Benefit Enrollment Coordination Activities

Benefit Enrollment Coordination Activities will be used to match up available programs that assist low income individuals to entry points into Utah's service delivery system. This process will involve the identification of both government programs and resources available to low income individuals and the entry points whereby these individuals attempt to access services. This will include, but is not limited to Community Action Agencies, Homeless Service Providers, Local offices of the Utah Department of Workforce Services and local government agencies.

Defined relationships will be created to maximize the benefits for low income individuals in need of service. To the greatest extent possible, enrollment in multiple programs will be co-located to fully provide for those in need with the available mainstream and ARRA resources.

b) Description of Recovery Act Projects

As with traditional CSBG funding, local priorities have been considered in the development or expansion of programs to benefit low income individuals and families within each unique community. Activities have been centered on delivering a comprehensive approach for providing assistance to those seeking services by creating job training and skill development programs. In some cases additional staff is being hired to assess needs and deliver services to individuals and families seeking assistance. The target client market is individuals and families at or below 125% of the Federal Poverty Level.

These programs and services have been done in conjunction with strategic planning and needs assessments from each service area and collaboratively approved by each agencies tri-partite board.

c) The Service Delivery System for Recovery Act Projects

The majority of programs to be implemented by CSBG ARRA funds will be delivered by the Community Action Agencies themselves. However, there are several other organizations providing unique and high demand services in areas throughout the state that have been designated by CAA's to receive funds via a subcontract to deliver said services to those in need. In these cases, CAA's will insure that all assurances and reporting requirements will be met and monitored by the CAA to meet compliance standards of CSBG ARRA funds.

Every county of the state will have coverage with one or more programs offered under CSBG ARRA. The following is a listing of eligible agencies throughout the state and the areas they serve:

Bear River Association of Governments - Public Community Action Agency

Counties coverage area: Box Elder, Cache and Rich.

Ogden Area Community Action Agency - Private Community Action Agency

Counties coverage area: Weber

Family Connection Center - Private Community Action Agency

Counties coverage area: Davis and Morgan

Salt Lake Community Action Program - Private Community Action Agency
Counties coverage area: Salt Lake and Tooele

Community Action Services and Food Bank - Private Community Action Agency
Counties coverage area: Utah, Wasatch, and Summit

Uintah Basin Association of Governments - Public Community Action Agency
Counties coverage area: Duchesne, Uintah, Daggett

Six County Association of Governments - Public Community Action Agency
Counties coverage area: Juab, Millard, Sanpete, Sevier, Piute and Wayne.

Southeastern Utah Association of Governments - Public Community Action Agency
Counties coverage area: Carbon, Emery, Grand and San Juan.

Five County Association of Governments - Public Community Action Agency
Counties coverage area: Beaver, Iron, Garfield, Kane and Washington.

d) Linkages

Local grantees in Utah have been leaders in the development of partnerships with other public and private resources. Grantees have initiated partnerships resulting in a statewide emergency food network and local continuum of care planning processes that involve public, private and faith-based providers. These and other partnerships will be strengthened and expanded to include new partners and resources. Each grantee will report on these partnerships as part of their annual CSBG report.

Grantees utilize CSBG funding to both support core operations and many anti-poverty services. Because of the flexible nature of CSBG funding, this permits the shaping of programs to meet local needs. CSBG provides the funding that allows leaders the time, facilities and staff to mobilize resources and to plan and integrate the programs to best meet the community needs. Local grantees achieve their mission of creating opportunities for low-income people to overcome the challenges of poverty by coordinating multiple programs and resources. The local grantee community action plan and annual report fully delineates the source and type of resource utilized and a description of the coordination activity. Local grantees are seen in their local community as a leader in coordinating and mobilizing resources to assist those in poverty. In addition, local grantee staff often serve on local and/or state boards and councils to help ensure coordination, non-duplication of effort and to provide feedback from the low-income population.

e) Innovative Community and Neighborhood based initiatives

Many programs designed locally have been tailored to deliver one time needs to identify and create solutions to problems such as job loss, health care initiatives and coalition building.

Included among these new programs are expansions of service to provide emergency shelter, food pantry distribution increases, housing assistance and other critical needs identified as individuals and families meet with case managers from CAA's or subcontracted agencies.

2. Community Needs Assessments:

Prior to funding, SCSO secures from each eligible entity a community action work plan that

includes a community needs assessment for the community to be served. The plan is reviewed with all community action agencies, SCSO Director, the assigned CSBG Program Specialist, and the Fiscal Specialist. The SCSO will provide training and technical assistance to all grantees to assist them in program development and implementation, compliance with state and federal regulations, and reporting and management information systems. Throughout the state, CSBG providers hold public forums, or conduct needs assessments through survey instruments and/or public hearings in order to develop programs which best address high priority needs. Assurance is given that each grantee will allow, "before expending such funds, low-income individuals to comment on the uses for which such organization purposes to expend such funds." The steps required to ensure this participation are contained in the contract (paragraph B.4.), the State Rules (R213-100-33), and in the SCSO Program Directive on Board Representation requirements. The steps include local low-income public forums, with proof of the events provided with the application submission.

Other research & needs assessments, are conducted and reported through an annual CSBG report, a statewide Poverty Report, a United Way needs assessments and are presented annually at several events throughout the year.

(E) Fiscal Controls and Monitoring:

(1) State Program Monitoring

Fiscal representatives of the State Community Services Office (SCSO) will conduct on-site visits for the primary purpose of monitoring expenditure and accountability of CSBG and local share funds. This monitoring will include a general review of the overall fiscal integrity of the agency, as well as an in-depth review of selected fiscal activities.

As required under Section 678B(a) of the Act, SCSO conducts the following reviews of entities receiving CSBG awards:

- a) A full on-site review of each eligible entity at least once during each three-year period to determine whether they meet the performance goals, administrative standards, financial management requirements and other State requirements through the review of agency records and interviews with agency personnel, board members and clients;
- b) An on-site review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the CSBG program (SCSO had no newly designated agencies, nor are we anticipating any during the fiscal year 2008 and 2009, as all counties in the State are covered);
- c) Follow-up reviews, including prompt return visits to eligible entities that fail to meet the goals, standards, and requirements established by the SCSO. This is accompanied by specialized technical assistance needs identified in the initial monitoring visit and any subsequent visits or interactions;
- d) Other reviews as appropriate, including reviews of entities whose independent audit report indicates serious internal control problems or other significant findings and entities with programs that have had other Federal, State or local grants (other than assistance provided under the CSBG program) terminated for cause.

Randomly selected samples of expenditures selected from periodic financial reports submitted on Form 612 (RFF) are tested for compliance with the regulations and requirements of the CSBG

contract and for conformity with Generally Accepted Accounting Principles to determine that adequate systems and controls are in place to safeguard the federal funds, and that Federal funds are being used according to the approved budget.

Date of last full on-site fiscal review for each eligible entity:

Salt Lake Community Action Program: October 2008

Community Action Services: September 2006

Southeastern Association of Government: March 2009

Uintah Basin Association of Government: June 2007

Ogden Area Community Action Association: February 2008

Bear River Association of Government: November 2008

Five County Association of Government: April 2006

Six County Association of Government: June 2008

Family Connection Center: February 2007

As a condition of the CSBG contract, each recipient must comply with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. SCSO fiscal staff will review the annual audits of each CSBG grantee and periodically review monitoring reports available from other funding sources. The financial reports to the Board of Directors will also be subject to review by SCSO fiscal representatives. In addition to on-site and desktop reviews, fiscal staff will provide training and technical assistance as requested or deemed necessary.

Each eligible entity shall have an audit prepared in accordance with OMB (Office of Management and Budget) Circulars. An independent CPA selected by the board of each eligible entity will conduct the agency's annual audit. Audit reports shall be submitted within thirty days following completion of the audit but no later than nine months after the end of the entity's fiscal year.

Nonprofit sub-grantees receiving less than \$25,000 shall submit unaudited Financial Statements, in accordance with guidelines within sixty days following the termination of the agreement.

In addition to the full on-site fiscal review, the State CSBG Program Director and SCSO Program Specialists may periodically make monitoring visits to evaluate each grantee's progress towards achieving the objectives outlined in the three-year planning documents and CSBG ARRA work plans, as well as to:

- a) Provide routine and/or requested training and technical assistance
- b) Verify contract compliance including Federal assurances and State requirements;
- c) Observe grantee service and types of assistance provided;
- d) Assess grantee performance regarding operations and program activities;
- e) Collect data to assist in fulfilling reporting requirements
- f) Ensure ongoing contact with grantees
- g) Submit field visit reports certifying grantee program activities; and
- h) Assess data contained in the monthly financial status reports quarterly and annual CSBG ARRA progress reports

The quarterly reports submitted by each eligible entity will cover a reporting period consistent with the requirements outlined by CSBG ARRA funds and will provide an account of all programs operated with or supported by such funds. The information will include the types of programs, program outcomes, numbers of persons served, the number of jobs created or maintained, the number of times service was given, and the amount of CSBG ARRA dollars expended.

Intensified efforts will be made in the collection of complete and accurate client characteristics and program data through the use of a computer management information system.

Local grantees are to design programs to expend all CSBG funds during the fiscal year for which CSBG ARRA funds are allocated.

(2) Corrective Action, Termination and Reduction of Funding

The State assures that any community action agency or migrant and seasonal farm worker organization which received funding in the previous fiscal year under this Act will not have its present or future funding terminated under this Act, or reduced below the proportional share of funding it received in the previous fiscal year, unless after notice, and opportunity for hearing on the record, the State determines that cause existed for such termination or such reduction subject to the procedures and review by the Secretary as provided in section 676(a). For the purposes of making a determination with respect to a funding reduction, the term 'cause' includes:

1. A statewide redistribution of funds under this subtitle to respond to--
 - a. the results of the most recently available census or other appropriate data;
 - b. the establishment of a new eligible entity;
 - c. severe economic dislocation; and
 - d. the failure of an eligible entity to comply with the terms of its agreement to provide services under this subtitle...
2. Grantees shall be considered in default of their obligations under this definition if:
 - a. grantee persistently disregards laws, rules, ordinances, regulations or orders of any public authority having jurisdiction;
 - b. performance of the work fails to substantially conform to the requirements of the contract;
 - c. grantee abandons or refuses to proceed with any or all of the work;
 - d. grantee performs work in which officers or employees of the grantee have a direct or indirect interest that would result in a conflict of interest or the appearance of a conflict of interest.

(3) Tracking

The State has established fiscal controls and fund accounting procedures to assure the proper disbursement of, and accounting for, Federal funds paid to the State under this subtitle including procedures for monitoring. The contract with each eligible entity contains a provision that requires the agency to abide by the cost and accounting standards of the applicable Office of Management and Budget (OMB) Circulars. The State Community Services Office will monitor grantee compliance for fiscal requirements, identify technical assistance needs for the improvement of fiscal control systems, and follow up needs for corrective action.

A separate award and contract have been created for CSBG ARRA funds reflecting the newly assigned CFDA number and including the additional reporting requirements imposed on recipients of this funding. All program reports, expenditure reports and contract documents will be solely tracked within this award.

Fiscal review and control processes are provided through the CSBG Program Director, the SCSO Fiscal Auditor, SCSO Program Specialists, the Division Accountant and the State Finance Office. Grantees are required to submit budgets detailing the proposed use of CSBG funds. Grantees are required to submit monthly financial reports detailing expenditures by budget cost category. SCSO staff review the financial reports for accuracy, for consistency with the approved budget, and for expenditure patterns. Payment is approved by the Program Director and sent through the

accounting office to the State Finance Office for comparison with the contract amount and payment. Grantees are monitored during the program year to determine compliance with contractual obligations and statutes.

To receive funds at any time, local grantees must demonstrate acceptable program and fiscal accountability and performance. The local grantee must adopt assurances into policies relative to travel, personnel and other areas as appropriate and consistent with federal and state regulations. The local grantee must provide the assurance that fiscal control and fund accounting procedures are established to assure the proper disbursement of, and accounting for, federal funds paid to the state under the Act. The State will provide a minimum standard as a performance requirement. Any audit exceptions identified in the latest audit report must have been corrected, with assurances contained in the application.

- a) In accordance with federal regulations, the State agrees to permit and to cooperate with any federal investigations undertaken in accordance with the above law. In the event of an investigation, the State will make available all required records and documents promptly, upon request. Through contractual stipulation, local grantees will be required to make available all pertinent records and documents to the Secretary of Health and Human Services or the Comptroller General of the United States or duly authorized representative(s).
- b) The State may suspend funding to a local grantee if the monitoring reports or independent audit reports indicate continuing, substantial noncompliance with contract requirements. If problems identified are not corrected, the State may terminate the contract with the local grantee and designate another local grantee or make the remaining funds available to other eligible entities. Action to suspend or terminate funding will not be taken, however, until timely and reasonable communication with the local grantee board and elected officials fails to produce corrective action to the State's satisfaction.
- c) SCSO has developed and published Rules according to state regulation identified as "R202. Community and Economic Development, Community Development Services." R202-100-22 describes "Suspension or Termination of Funds" and R202-100-27 provides the "Appeals Procedure." In accordance with PL. 98-558, the State will not terminate CSBG funding to a grantee until the Secretary of DHHS confirms the State finding of cause.

Appendices

Governor's Letter of Designation (1 Page)

Documentation of Public Inspection Period (3 Pages)

State CSBG Statute (9 Pages)



Office of the Governor

State of Utah

JON M. HUNTSMAN, JR.
Governor

GARY R. HERBERT
Lieutenant Governor

May 20, 2009

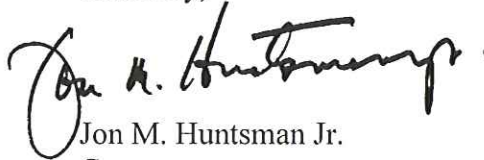
Yolanda J. Butler, Acting Director
Office of Community Services
U.S. Department of Health and Human Services
370 L'Enfant Promenade, SW
Washington, D.C. 20477

Dear Ms. Butler,

As Governor of the State of Utah, and per Utah Code 9-4-1404, it is my pleasure to designate the State Community Services Office of the Division of Housing and Community Development, the lead agency for the administration of the Community Services Block.

Gordon D. Walker, Director of the Division of Housing and Community Development, is designated as the authorized agent to sign and certify to all assurances required by CSBG and contained in the state plan.

Sincerely,


Jon M. Huntsman Jr.
Governor

Jonathan Hardy - CSBG Plan and FY10 EFN Application

From: Jonathan Hardy
To: CSBG Grantees
Date: 5/21/2009 4:42 PM
Subject: CSBG Plan and FY10 EFN Application
CC: Bourdeaux, Stephanie; Chagzoetsang, Pema; Day, Jayme; Jeppesen, Seth;...
Attachments: CSBG ARRA State Plan & Application.doc

Attached is the CSBG Plan for ARRA funds. This is being posted for public comment until May 28th. It will be posted on our website shortly at www.housing.utah.gov/scso or you can pass it along as you wish. We are accepting written comments both in hard copy form or electronically. If you wish to email me your comments they will be viewed as public comment on the plan. There will be no Public Hearing on the plan, just the opportunity to submit comments.

Also, wanted to let you know if you didn't know already that the EFN application is out and is available for you on WebGrants. These are due in on Thursday, May 28th, so good luck.

Thanks to all of you for getting your application documents in. They helped tremendously in answering some of the requirements of the CSBG Plan we had to submit.

Jonathan Hardy
Director, State Community Services Office
(801) 538-8650
jhardy@utah.gov

Beginning August 4, 2008 State Agency hours of operation are Monday - Thursday, 7:00 a.m. - 6:00 p.m. and closed on Friday.


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Department of Community and Culture

State Homeless Coordinating Committee

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Subject: Housing and Community Development
 Meeting Title: CSBG Notice of Public Comment
 Meeting Date & Time: May 21, 2009
 7:00 AM - 6:00 PM

State of Utah
 Division of Housing and Community Development
 State Community Services Office

Meeting Location:

324 S State St. Ste 500

Notice of Public Comment Period

Salt Lake City 84111

[Map this!](#)

Description/Agenda:

The State Community Services Office is accepting public comments on the planned uses of the Community Services Block Grant (CSBG) under the American Recovery and Reinvestment Act (ARRA). Copies of the State Plan and proposed uses of CSBG funds are available at www.housing.utah.gov/scso. Comments on the plan will be accepted until 5 p.m. on May 28, 2009. Comments may be sent to State Community Services Office, Attn: State CSBG Plan, 324 S. State

Contact Information:

Sheryl Featherstone
 801-538-8722
sfeatherstone@utah.gov

St., Suite 500, Salt Lake City, UT
84111 or electronically via the
above website.


Notice of Special
Accommodations: NA

Notice of Electronic or telephone
participation: NA

Other information:

Attachments:

This notice was posted on: May 21, 2009 08:21 AM

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[Title 9](#) Community and Culture Development

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Section 1401 Title.

9-4-1401. Title.

This part is known as the "State Community Services Act."

Enacted by Chapter 286, 2000 General Session

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Title/Chapter/Section:

Utah Code

Title 9 Community and Culture Development

Chapter 4 Housing and Community Development

Section 1402 Definitions.

9-4-1402. Definitions.

As used in this part:

(1) "Community action agency" means a local subdivision of the state, a combination of political subdivisions, a separate public agency, or a private nonprofit agency which has the authority under its applicable charter or laws to receive funds to support community action activities and other appropriate measures designed to identify and deal with the causes of poverty in the state, and which is designated as a community action agency by federal law, federal regulations, or the governor.

(2) "Community action program budget" means state funds, federal block grants, and federal categorical grants that are received by the state for community action activities.

(3) "Community action statewide organization" means community action programs, organized on a statewide basis, to enhance the capability of community action agencies.

(4) "Community Services Block Grant" means the Federal Community Services Block Grant Act, 42 U.S.C. 9901 et seq., and any corresponding federal regulations.

(5) "Local share" means cash or in-kind goods and services donated to a community action agency to carry out its responsibilities.

(6) "Low-income person" means a person who is a member of a household with a gross annual income equal to or less than 125% of the poverty standard accepted by the federal agency designated to establish poverty guidelines.

(7) "Office" means the State Community Services Office created in Section **9-4-1403**.

(8) "Service area" means the geographical area within the jurisdiction of a community action agency or a community action statewide organization.

Enacted by Chapter 286, 2000 General Session

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Title 9 Community and Culture Development

Chapter 4 Housing and Community Development

Section 1403 State Community Services Office created -- Purpose.

9-4-1403. State Community Services Office created -- Purpose.

(1) There is created within the Division of Housing and Community Development the State Community Services Office.

(2) The office shall strengthen communities by reducing poverty and improving the quality of life for low-income persons in this state.

Amended by Chapter 18, 2004 General Session

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Utah Code

Title 9 Community and Culture Development

Chapter 4 Housing and Community Development

Section 1404 Duties of office.

9-4-1404. Duties of office.

The office shall:

- (1) coordinate state activities designed to reduce poverty;
- (2) encourage entities in the private sector to participate in efforts to ameliorate poverty in the community;
- (3) cooperate with agencies of local, state, and federal government in reducing poverty and implementing community, social, and economic programs;
- (4) receive and expend funds for the purposes outlined in this part;
- (5) enter into contracts with and award grants to public and private nonprofit agencies and organizations;
- (6) develop a state plan based on needs identified by community action agencies and community action statewide organizations;
- (7) designate community action agencies to receive funds through the Community Services Block Grant program;
- (8) fund community action agencies and community action statewide organizations;
- (9) make rules in conjunction with the division pursuant to Title 63G, Chapter 3, Utah Administrative Rulemaking Act, to carry out the purposes of this part;
- (10) provide assistance to local governments or private organizations for the purpose of establishing and operating a community action agency;
- (11) provide technical assistance to community action agencies to improve program planning, program development, administration, and the mobilization of public and private resources;
- (12) convene public meetings which provide citizens the opportunity to comment on public policies and programs to reduce poverty;
- (13) advise the governor and Legislature of the nature and extent of poverty in the state and make recommendations concerning changes in state and federal policies and programs;
- (14) encourage Utah's nonprofit humanitarian assistance agencies serving low-income persons by facilitating, coordinating, training, partnerships, and providing technical assistance in addressing Utah's low-income persons by enhancing management, improving service and program delivery, and preserving flexibility and local initiative;
- (15) develop and implement management goals which fulfill the Community Services Block Grant mission, state requirements, and the mandates of federal legislation;
- (16) prepare a Community Services Block Grant plan which contains provisions describing how the state will carry out the assurances of the Community Services Block Grant Act;
- (17) act as the state agency responsible for the evaluation and improvement of emergency food assistance services in the state;
- (18) monitor the impact of social policies on the emergency food network;
- (19) provide training and technical assistance to all grantees to assist them in program development and implementation, compliance with state and federal regulations, and reporting and management information systems;
- (20) make the distributions required by Section **9-4-1409**; and

(21) administer other programs to alleviate poverty assigned to the office.

Amended by Chapter 192, 2008 General Session

Amended by Chapter 382, 2008 General Session

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Section 1405 Distribution of Community Services Block Grant funds.

9-4-1405. Distribution of Community Services Block Grant funds.

Community Services Block Grant funds received by the office shall be distributed as follows:

(1) 90% to community action agencies;

(2) 5% to:

(a) organizations with a statewide focus to accomplish specific objectives that complement the

Community Services Block Grant poverty programs;

(b) provide training and technical assistance for grantees of Community Services Block Grant funds;

or

(c) supplement anti-poverty projects; and

(3) 5% to reimburse costs incurred by the office in administration of this part.

Amended by Chapter 23, 2006 General Session

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Title 9 Community and Culture Development

Chapter 4 Housing and Community Development

Section 1406 Evaluations -- Reports.

9-4-1406. Evaluations -- Reports.

(1) The office shall periodically evaluate grantees of Community Services Block Grant funds as established by rule by the division in accordance with Title 63G, Chapter 3, Utah Administrative Rulemaking Act.

(2) Grantees of Community Services Block Grant funds shall submit to the office a year-end report, covering a reporting period consistent with the federal fiscal year, which provides an account of all programs operated with or supported by Community Services Block Grant funds, including:

- (a) types of programs operated by that grantee;
- (b) the program outcomes;
- (c) the number of persons served;
- (d) the number of times service was given; and
- (e) an accounting of all Community Services Block Grant funds expended by the grantee.

(3) The office shall report annually to the appropriate legislative appropriations subcommittee on the distribution and expenditure of Community Services Block Grant funds.

Amended by Chapter 382, 2008 General Session

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Title 9 Community and Culture Development

Chapter 4 Housing and Community Development

Section 1407 Program development by grantees.

9-4-1407. Program development by grantees.

Grantees of Community Services Block Grant funds shall develop specific programs and goals, consistent with the Community Services Block Grant Act, designed to provide the most effective solutions to the problems of poverty identified in their communities within the constraints of available funding, including projects related to:

- (1) employment;
- (2) education;
- (3) income management;
- (4) housing;
- (5) emergency assistance;
- (6) nutrition;
- (7) linkages and coordination with other programs;
- (8) health; and
- (9) self-sufficiency.

Enacted by Chapter 286, 2000 General Session

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Utah Code

Title 9 Community and Culture Development

Chapter 4 Housing and Community Development

Section 1408 Recognition of community action agencies.

9-4-1408. Recognition of community action agencies.

The office shall have the power to:

- (1) recognize eligible organizations as community action agencies;
- (2) withdraw the recognition or terminate funding of a designated community action agency for cause, as established by rule; or
- (3) change the boundaries and the number of recognized community action agencies, provided that the governing board of each affected community action agency concurs in the action.

Enacted by Chapter 286, 2000 General Session

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